

**TOWN OF TOLLAND, MA**  
**Application for Site Plan Approval and Building Permit**  
**Building Department and Planning Board**

Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_ Issued: \_\_\_\_\_

Building Commissioner/Inspector Signature \_\_\_\_\_

**SECTION 1: Site Information: To be completed for Site Plan Review with Planning Board. Site Plans must be attached.**

Property Address \_\_\_\_\_ Assessors Map Number \_\_\_\_\_ Parcel Number \_\_\_\_\_

Owner's Name \_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Building Setbacks (ft.) Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Back \_\_\_\_\_

Other \_\_\_\_\_

**SECTION 2: Construction Services**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Address \_\_\_\_\_

email: \_\_\_\_\_

Licensed Construction Supervisor \_\_\_\_\_ MA. License # \_\_\_\_\_

Home Improvement Contractor \_\_\_\_\_ MA. License # \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Dates: LCS \_\_\_\_\_ HIC \_\_\_\_\_

**SECTION 3: Description of Proposed Work (Check all applicable)**

New Construction \_\_\_\_\_ Existing Building \_\_\_\_\_ Modular \_\_\_\_\_ Other \_\_\_\_\_

Repair(s) \_\_\_\_\_ Alteration(s) \_\_\_\_\_ Addition \_\_\_\_\_ Foundation \_\_\_\_\_

Deck \_\_\_\_\_ Porch \_\_\_\_\_ Dormer(s) \_\_\_\_\_ Ramps \_\_\_\_\_ Garage \_\_\_\_\_ No. of Bays \_\_\_\_\_

Increasing Size of Living Space \_\_\_\_\_ Location \_\_\_\_\_

**SECTION 4: Description of Proposed Work: Square Feet (Sq. Ft) and Fee**

Proposed Use of Building \_\_\_\_\_ Estimated Total Construction Costs \$ \_\_\_\_\_

Building Size: Overall Sq. Ft. \_\_\_\_\_ 1st Floor \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_

2nd Floor \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_ Other \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft \_\_\_\_\_

Other \_\_\_\_\_ X \_\_\_\_\_ = Sq. Ft TOTAL SQUARE FEET \_\_\_\_\_ X Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

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**Building Description**

<b>Number of Floors:</b>	<b>Number of Rooms:</b>	<b>Number of Bedrooms:</b>
<b>Number of Baths:</b>	<b>Basement: Sq. Ft.</b>	<b>Crawlspace: Sq. Ft</b>

**Type of Construction**

<b>Concrete:</b>	<b>Thickness</b>	<b>Block:</b>	<b>Size:</b>	<b>Piers:</b>	<b>Size</b>
<b>Posts:</b>	<b>Size</b>	<b>Other:</b>		<b>Fireplace:</b>	
<b>No. Chimneys:</b>		<b>Chimney Material</b>		<b>Roof Material"</b>	
<b>No. Flues:</b>		<b>Wood Stove:</b>		<b>Pellet Stove:</b>	
<b>Modular Home:</b>		<b>Log Home:</b>			
<b>Manufacturer:</b>		<b>Address:</b>		<b>Phone</b>	

<b>SECTION 5: Required Documents and Plans</b>	<b>Yes</b>	<b>No</b>
A. One set of Site Plans approved by Planning Board & completed Site Plan Checklist	_____	_____
B. Two sets of Complete Building Plans	_____	_____
C. Homeowners Exemption Form (when not using Mass. licensed contractor)	_____	_____
D. Wood Stove Installation Application (when relevant)	_____	_____
E. Certificate of Water (New Homes Only)	_____	_____
F. Driveway and Drainage Application (Signed by Highway Superintendent)	_____	_____
G. Conservation Commission Approval Form signed by Conservation Commission	_____	_____
H. Wetlands Inspection Application if requested by Conservation Commission	_____	_____
I. Sewage Disposal System Plan Approved by Health Agent	_____	_____
J. Workers' Compensation Insurance Affidavit (M.G.L. c152 s25C(6))*	_____	_____

\*Permit will be denied without this Affidavit.

**SECTION 6A: Owners' Authorization:** To be completed when Owner's Agent or Contractor Applies for Building Permit.

I, \_\_\_\_\_ as Owner of the subject property, hereby authorize  
 \_\_\_\_\_ to act on my behalf in all matters relative to work authorized by this  
 building application OWNER Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SECTION 6B: Owner or Authorized Agent Declaration:**

I \_\_\_\_\_ as Owner/Authorized Agent hereby declares that the statement and  
 information on the forgoing application are true and accurate, to the best of my knowledge and belief.

**Signed under the pains and penalties of perjury:**

**Print Name:** \_\_\_\_\_

**Signature of Owner/Agent** \_\_\_\_\_ **Date:** \_\_\_\_\_